

(Annual Report Form Solid Waste Collectors)

**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
ECONOMIC REGULATION & LICENSING UNIT
COLLECTOR UTILITIES FOR THE YEAR ENDED
DECEMBER 31, 2011**

ANNUAL REPORT OF SOLID WASTE NUMBER SW _____
PROGRAM INTEREST NO. (PI#) _____

NAME OF COMPANY

CURRENT STREET ADDRESS

CURRENT BILLING/MAILING ADDRESS

CURRENT TELEPHONE NUMBER: CURRENT FAX NUMBER

CURRENT EMAIL ADDRESS

CURRENT PRESIDENT/OWNER OF COMPANY

CURRENT CONTACT PERSON

MAIL REPORT TO: NJ DEP, Economic Regulation & Licensing Program
ATTN: 2011 Collector Utilities Annual Report
401 East State Street
MAIL CODE 401-02C
Trenton, NJ 08625

TELEPHONE (609) 984-6746
FAX (609) 633-9839

Identify officer, accountant or other person to whom any communication should be addressed concerning this report

Name: _____ Phone: _____

Address: _____
REQUIRED EVEN IF THERE WAS NO ACTIVITY DURING YEAR ENDING _____

REPORTS DUE NO LATER THAN JUNE 1, 2012
\$5 A DAY PENALTY FOR LATE REPORT

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
ECONOMIC REGULATION & LICENSING
401 EAST STATE STREET
2ND FLOOR, WEST WING
MAIL CODE 401-O2C
TRENTON, NEW JERSEY 08625

TO: CERTIFICATE OF PUBLIC CONVENIENCE & NECESSITY (CPCN) HOLDER

RE: **GUIDELINES & INSTRUCTIONS FOR ANNUAL REPORT & GROSS OPERATING REVENUE STATEMENT COMPLETION. YEAR ENDING 2011**

Enclosed is a copy of the **Annual Report Form**. It contains **two parts**. The Annual Report itself, and its Gross Operating Revenue Statement. Retain one complete copy of each for your files. If the CPCN Holder conducts business for less than one calendar year, the beginning and the end of the period covered must be clearly stated on this form cover and throughout the report where the year or period is required to be stated. **Both Reports are due no later than June 1, 2012**

1. Any company or individual which holds a CPCN must file an Annual Report (even if you have discontinued service during calendar year **2011**). Failure to file a completed Annual Report will result in penalties and may result in the loss of your CPCN in accordance with N.J.A.C. 7:26H-5.15(b)1.
2. An incomplete or blank report (showing name only) will not be considered acceptable. The Annual Report ends on page 4 and the Gross Operating Revenue Statement begins on page 5.
3. The Annual Report must be filed in the solid waste utility's name as shown on its CPCN and must be **SIGNED** and **NOTARIZED**. It is recommended that Certified Mail be used with a Return Receipt Requested. **NO WAIVERS OF THE STATUTORY PENALTY FOR THE LATE FILING OF THE ANNUAL REPORT WILL BE GRANTED WITHOUT PROOF OF CERTIFIED MAIL**
4. If the Holder no longer requires a CPCN, please surrender your CPCN to NJDEP to my attention.

This report can be found online at WWW.NJ.GOV/DEP/DSHW/SWR. The form can be downloaded on your hard drive and computer. It **CAN NOT** be completed online as yet. Should you have any questions concerning the completion of these two reports, please call Roseann Fabrizio at (609) 984-6746.

Very truly yours,

Michael DeTalvo, Supervisor
Economic Regulation & Licensing Program

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Please provide the name, address, phone number and agent's name of the insurance company that provides **CPCN Holder's** workman's comp. insurance. If the question is not applicable please indicate by noting "N/A."

Name	Address	Telephone No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Please provide the number of Solid Waste vehicles owned and operated by **CPCN Holder**. If the question is not applicable please indicate by noting "N/A." _____

BROKER SERVICE

In the list below, please provide the name, address and telephone number of any company which assisted the **CPCN Holder** with acquiring solid waste collection and disposal service. If the question is not applicable please indicate by noting "N/A."

Name	Address	Telephone No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

JUDGEMENTS & LEINS

Please list all judgments and liens currently filed and outstanding against **CPCN Holder** or any principal of the company. If this question is not applicable please indicate by noting "N/A."

1. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATION Year Ending 2011

Please check each box pertaining to CPCN Holder

ZERO GROSS OPERATING REVENUE

- ☐ I certify under penalty of law.....Gross Operating Revenues derived from fees, sales, services and interest from all solid waste collected in New Jersey during 2011 is zero dollars (\$0.00). **Sign below then complete only pages 1, 7 and 11 of this report.** Please see Page 5 to list zero gross operative revenue waste types collected. List waste types: _____
- ☐ I certify under penalty of law that my company is **inactive** therefore I claim Zero Gross Operating Revenue. **Sign below then complete only page 1 and page 11 of this report.**
- ☐ I certify under penalty of law that my company's waste for this reporting year is **self-generated** therefore I claim Zero Gross Operating Revenue. **Sign below then complete only pages 1, 7 and 11 of this report.** Please see Page 5 to list zero gross operative revenue waste types that is self generated. List waste types _____

CUSTOMER BILL OF RIGHTS HAS BEEN SENT TO ALL CUSTOMERS. (Copy on Pg.3)

- ☐ I certify under penalty of law that I have notified each of my customers at least once this year that solid waste collection services in this State are available on a competitive basis as provided in the customer bill of rights and that I have provided each of my customers with a copy of the customer bill of rights in the form set forth at N.J.A.C. 7:26H-5.12 (b). I am aware that there are penalties for failing to comply with the provisions of these regulations, including the possibility of a fine. I understand that, in addition to penalties, I will be responsible for penalties as set forth as N.J.S.A. 48:13A-12 and that violating any provision of these regulations may be grounds for suspension or revocation of any certificate of public convenience and necessity for which I may now hold.

CUSTOMER LISTS

- ☐ In accordance with N.J.A.C. 7:26H-5.9(c)1 every utility engaged in the solid waste collection business in New Jersey shall submit a complete customer list by June 30th of each year. N.J.A.C. 7:26H-5.9(c)1.i requires that the list contain all of the names and addresses for each residential, commercial, industrial and institutional customer. The list should be organized by municipality and "sequentially numbered and set forth in numerical order by street address and the streets set forth in alphabetical order. Additionally the Department is requesting the frequency of service, a description of service and the rates(s) charged.

***COMPANIES ARE ENCOURAGED TO SUBMIT CUSTOMER LIST ON ELECTRONIC MEDIA (CD) WHEN POSSIBLE.**

Please contact **Roseann Fabrizio** at (609) 984-6746 with any questions.

- ☐ I certify under penalty of law pursuant N.J.A.C. 7:26H-5.9(c)1 the below indicated utility has no regularly scheduled customers.

Signed: _____ Date: _____

Print Name: _____

Utility/Company: _____

- (a) Collection utilities shall comply with all customer bill of rights provisions identified in (c) below.
- (b) At least once each year, every solid waste collector shall notify its customers that solid waste collection services in this State are available on a competitive basis and include with that notice a copy of a customer bill of rights.
- (c) The customer bill of rights shall set forth the following information:
1. A commercial, industrial or institutional customer has the right to select their solid waste collector on a competitive basis and to discontinue service at any time, unless contractually obligated by a service agreement, provided that the collector is provided with a minimum of seven days' written notice;
 2. Residential customers who are responsible for hiring their own collection service have the right to select their solid waste collector on a competitive basis and to discontinue service at any time, provided the collector is given seven days written notice;
 3. The solid waste collector shall provide collection service in the service territories listed in its tariff;
 4. A statement that the solid waste collector's tariff showing terms and conditions is available for review at the Department and that a complete list of solid waste collectors registered to provide service in their service territory is available from the Division of Solid and Hazardous Waste;
 5. The solid waste collector shall handle customer complaints in a prompt, courteous, and efficient manner and that in the event a solid waste collector fails to pick up solid waste on a regularly scheduled day and such failure is not caused by an act or omission of the customer, the collector shall make the pick up as soon as possible, but in no event shall it be later than the next regularly scheduled collection day. Should a collector fail to pick up solid waste from a commercial, industrial or institutional customer on two consecutive collection days, and such failure is not caused by an omission or act of the customer, the customer may cancel any service agreement or contract with the collector;
 6. The solid waste collector shall remove and transport solid waste in an environmentally sound manner that safeguards the public health and preserves the quality of the environment;
 7. The solid waste collector shall notify its customers in writing at least 10 days prior to any increase or decrease in rates;
 8. The solid waste collector shall provide ten days' written notice to the customer prior to the discontinuation of service. A collector may discontinue service for nonpayment of bills provided it gives the customer at least ten days for payment of the bill before issuing the ten day notice of discontinuing service;
 9. Where solid waste collection service is provided in containers or other equipment supplied by the solid waste collector, and the service is discontinued either by the solid waste collector or the customer, the solid waste collector shall be required to remove its container or other equipment from the customer's premises within three days of the effective date of discontinuance regardless of the status of the account;
 10. The Department is available to resolve service or pricing issues and disputes and the solid waste collector shall not terminate service for non-payment of disputed charges during a Department investigation;
 11. The customer may make partial payments on collection service and disposal fees without risk of additional charges, penalties or disruption of service on the unresolved amount of a service or pricing issue or dispute and/or disputes forwarded to the Department for resolution;
 12. If a customer will be absent from their residence or business for at least 30 days, the customer may request suspension of solid waste collection services and billing for that period without charge;
 13. The collector is responsible for assisting the customer in the selection of the most favorable service to meet the customer's needs at the most reasonable rate;
 14. In the event of inclement weather when operation of a solid waste vehicle would pose a threat to the safety of the public and/or the equipment and personnel of the collection company, pick up shall be made no later than the next regularly scheduled day. In those cases where collection is made on a once per week basis, pick up shall be made as soon as weather permits;
 15. A solid waste collector shall transmit copies of any notice of discontinuance of service to the Department at the same time it is transmitted to the customer
 16. Solid waste services contracts or agreements shall not include any clause which calls for an automatic renewal of the contract or agreement. The automatic renewal clause of any existing contract shall be considered void.
 17. Solid waste collection utilities shall display their name, as it appears on their Certificate of Public Convenience and Necessity, and any "trading as name" on all vehicles and containers.
- (d) Every solid waste collector shall certify to the Department that each customer was provided with a customer bill of rights as required pursuant to (a) above. The certification shall be as follows:

N.J.A.C. 7:26-2:13

(g) Waste identification and definition of solids includes the following:

I. Solid wastes; waste ID number and definitions:

i. 10 Municipal (household, commercial and institutional): Waste originating in the community consisting of household waste from private residences, commercial waste which originates in wholesale, retail or service establishments, such as, restaurants, stores, markets, theatres, hotels and warehouses, and institutional waste material originated in schools, hospitals, research institutions and public buildings.

ii. 12 Dry sewage sludge: Sludge from a sewage treatment plant which has been digested and dewatered and does not require liquid handling equipment.

iii. 13 Bulky waste: Large items of waste material, such as appliances and furniture. Discarded automobiles, trucks and trailers and large vehicle parts, and tires are included under this category.

iv. 13C Construction and demolition waste: Waste building material and rubble resulting from construction, remodeling, repair, and demolition operations on houses, commercial buildings, pavements and other structures. The following materials may be found in construction and demolition waste: treated and untreated wood scrap; tree parts, tree stumps and brush; concrete, asphalt, bricks, blocks and other masonry; plaster and wallboard; roofing materials; corrugated cardboard and miscellaneous paper; ferrous and non-ferrous metal; non-asbestos building insulation; plastic scrap; dirt; carpets and padding; glass (window and door); and other miscellaneous materials; but shall not include other solid waste types.

v. 23 Vegetative waste: Waste materials from farms, plant nurseries and greenhouses that are produced from the raising of plants. This waste includes such crop residues as plant stalks, hulls, leaves and tree wastes processed through a wood chipper. Also included are non-crop residues such as leaves, grass clippings, tree parts, shrubbery and garden wastes.

vi. 25 Animal and food processing wastes: Processing waste materials generated in canneries, slaughterhouses, packing plants or similar industries, including animal manure when intended for disposal and not reuse. Also included are dead animals. Animal manure, when intended for reuse or composting, is to be managed in accordance with the criteria and standards developed by the Department of Agriculture as set forth at N.J.S.A. 4:9-38.

vii. 27 Dry industrial waste: Waste materials resulting from manufacturing, industrial and research and development processes and operations, and which are not hazardous in accordance with the standards and procedures set forth at 7:26G. Also included are nonhazardous oil spill cleanup waste, dry nonhazardous pesticides, dry nonhazardous chemical waste, and residue from the operations of a scrap metal shredding facility.

viii. 27A Waste material consisting of asbestos or asbestos containing waste.

ix. 27I Waste material consisting of incinerator ash or ash containing waste.

(h) Waste identification and definition of liquids include the following:

I. Liquid wastes; waste ID number and definitions:

i. 72 Bulk liquid and semi-liquids: Liquid or a mixture consisting of solid matter suspended in a liquid media which is contained within, or is discharged from, any one vessel, tank or other container which has the capacity of 20 gallons or more. Not included in this waste classification are septic tank clean-out wastes and liquid sewage sludge.

ii. 73 Septic tank clean-out wastes: Pumpings from septic tanks and cesspools. Not included are wastes from a sewage treatment plant.

iii. 74 Liquid sewage sludge: Liquid residue from a sewage treatment plant consisting of sewage solids combined with water and dissolved materials.

New Jersey Department of Environmental Protection (NJDEP)
Environmental Management
Economic Regulation & Licensing Program
2011 Collector Utilities Annual Report
401 East State Street
MAIL CODE 401-2C
2nd Floor, West Wing
Trenton, NJ 08625-0420
Telephone (609) 984-6746
Fax (609) 633-9839

Attention Solid Waste Collectors and Solid Waste Transporters

The Gross Operating Revenue generated from the collection of the following New Jersey Solid Waste is required to be reported in the "Collector Utilities Annual Report"
(see waste type definitions on page 4)

Reportable Waste - Gross Operating Revenue

ID 10 Municipal (household, commercial and institutional):
ID 12 Dry Sewage Sludge:
ID 13 Bulk Waste:
ID 13C Construction and demolition waste:
ID 23 Vegetative waste:
ID 25 Animal and food processing waste:
ID 27 Dry industrial waste:
ID 27A Waste material consisting of asbestos or asbestos containing waste:
ID 27I Waste consisting of incinerator ash or ash containing waste
Waste collected from a transfer station in New Jersey and disposed in New Jersey

Non-Reportable Waste – Zero Gross Operating Revenue

ID 72 Bulk Liquid and Semi-liquids:
ID 73 Septic tank clean-out wastes:
ID 74 Liquid sewage sludge:
Grease Trap Waste disposed at sewage treatment plant.
Port-O-Potties:
Waste not originating in New Jersey:
Waste collected from a transfer station and transported and disposed of out-of-state:
Recyclable material hauled to a recyclable facility:
Waste generated as a result of a company's own business (self-generators):
Waste hauled into New Jersey but not collected in New Jersey:
Hazardous Waste:

If you have any questions please call (609) 984-6746.

Company/Utility:

[illegible]

Solid Waste Number: SW _____ : Company/Utility _____

RELATED COMPANIES

List all of the utility's related companies that operate in New Jersey (Please include related collection companies, disposal facilities, truck leasing companies or real estate leasing companies.)

Company Name & Address	Type of Service Related Company Performs	Total Fees Paid to Related Company During 2011

List all of the utility's related out-of-state disposal facility where New Jersey solid waste is sent. (Please include related collection companies, disposal facilities, truck leasing companies or real estate leasing companies.)

Company Name & Address	Type of Service Related Company Performs	Total Fees Paid to Related Company During 2011

SUBMIT ADDITIONAL PAGES IF NECESSARY

Please **copy** this form and submit a sheet for **EACH COUNTY** in which the company/utility collects solid waste.

Solid Waste Number: SW _____ Company: _____

COUNTY (one county per page) _____

7. Number of Scheduled **Residential** Customers _____ (Not from Municipal Contracts)

8. Number of Scheduled **Commercial** Customers _____

9. Number of Scheduled **Industrial** Customers _____

10. Number of **On-Call/One Time** Customers _____

11. List all municipalities, in this county, for which you have **Municipal/Residential** contracts and the approximate number of customers per municipality:

12. For **twice-a-week** pickup (two 32 gallon cans) **residential** service (or closest alternative) what is your **monthly** rate (see #1 above).

Lowest Rate _____ Highest Rate _____ Most Common Rate _____

7. For a **once-a-week** pickup (one 2 yard container) **commercial** service (or closest alternative) what is your **monthly** rate (see #2 above)

Lowest Rate _____ Highest Rate _____ Most Common Rate _____

**GROSS OPERATING REVENUES DERIVED FROM ALL SOLID
WASTE COLLECTED IN AND DISPOSED OF IN NEW JERSEY
DURING 2011. BY COUNTY OF COLLECTION.**

County	2011 Gross Revenue
Atlantic	
Bergen	
Burlington	
Camden	
Cape May	
Cumberland	
Essex	
Gloucester	
Hudson	
Hunterdon	
Mercer	
Middlesex	
Monmouth	
Morris	
Ocean	
Passaic	
Salem	
Somerset	
Sussex	
Union	
Warren	
*Total Gross Operating Revenue During Year Ending, December 31, 2011	*

NOTE: GROSS OPERATING REVENUES CONSIST OF REVENUES DERIVED FROM FEES,
SALES AND SERVICES AS WELL AS INTEREST.

Solid Waste Number: SW _____ : Company _____

CONTRACTOR OPERATING EXPENSES STATEMENT TAKEN FROM

**GROSS OPERATING REVENUES DERIVED FROM ALL SOLID WASTE COLLECTED &
DISPOSED OF IN NEW JERSEY**

Year Ending December 31, 2011

OR

From _____ 2011 to _____ 2011.

***\$ _____**

OPERATING EXPENSES:

Disposal _____
Salaries & Benefits _____
Fuel & Oil _____

OFFICE EXPENSES:

Salaries & Benefits _____
General & Admin _____

MAINTENANCE EXPENSE:

Salaries & Benefits _____
Rolling Equipment _____
Building & Grounds _____

DEBT EXPENSE:

DEPRECIATION EXPENSE:

TAXES:

Payroll _____
Other (Specify) _____

GROSS INCOME (LOSS):

Income Tax _____

NET INCOME (LOSS):

Company/County

Verification for Year Ending 2011

The following report must be verified by the oath of the person responsible for the preparation of the report. It should be verified, also, by the oath of the President or another principal general officer of the respondent, in the case of a corporation, or the proprietor in the case of an individual, or a partner in case of a partnership.

Oath

State of _____ (To be made by the person responsible of report)

County of _____ }

_____ makes oath and says that he/she is _____
(Insert name of Preparer) (Insert title of Preparer)

That it is their duty to have supervision over the books of account of the CPCN holder and to control the manner in which such books are kept; that he/she knows that such books have, during the period covered by the foregoing report, been kept in good faith in accordance with the accounting and other orders of the New Jersey Department of Environmental Protection, effective during the period; that he/she has carefully examined the said report and to the best of their knowledge and belief the entries contained in the said report have, so far as they relate to matters of account, been accurately taken from the said books of account and are in exact accordance therewith; that he/she believes that all other statements of fact contained in the said report are true, and that the said report is a correct and complete statement of the business and affairs of the above named CPCN holder during the period of time from and

including _____ and to and including _____

(Signature of Supervisor)

Subscribed and Sworn to before me, a _____, in and for the State and County above named, this _____
day of _____.

My commission expires _____ [Use an L.S. Impression Seal]
(Signature of officer authorized to administer oath)

Supplemental Oath

(By the Proprietor, Partner, President or other principal general officer of CPCN holder)

STATE OF _____ }

COUNTY OF _____ }

_____ makes oath and says that he./she is _____
(Insert name of Owner or Officer) (Insert title of Owner or Officer)

That he/she has carefully examined the foregoing report; that he/she believes that all statements of fact contained in the said report are true, and that the said report is a correct and complete statement of the business and affairs of the above

named respondent and the operations of its property during the period of time from and including _____

to and including _____

Subscribed and Sworn to before me, a _____, in and for the State and County above named, this _____
day of _____

My commission expires _____ Use an L.S. Impression Seal]
(Signature of officer authorized to administer oath)